



HROP Computer Classes

At Fortuna High School
Computer Learning Center
(Located in C Building)
379 12th Street
Fortuna

www.hrop.org/progrowth
jdvorak@fuhsdistrict.org

HROP Computer Training

Humboldt Regional Occupational Program

- ❖ HROP targeted job training for the business community provided by the Humboldt County Office of Education
- ❖ No cost to Employer or Employee
- ❖ Hands-on computer job skills training
- ❖ Learn or refresh software skills using word processing, spreadsheet and database programs
- ❖ Opportunities for both the computer novice and experienced users from the business community in a technology- training center
- ❖ 2 hour Instructor-led training sessions in Word, Excel and Access using 2007 version

Word Processing

Intro to Word

This introductory course will cover the basics of using Microsoft Word 2007 to create common business documents. We'll also review screen elements, context sensitive ribbon tabs, the Quick Access toolbar, shortcut keys, text selection techniques, font, line and paragraph formatting.

Class Meets: Tuesday..... Jan 10 TIME: 4:00 to 6:00 PM

Desktop Publishing in Word

This class will explore more editing and formatting techniques. Word can be used as a simple desktop publishing program to create signs, flyers, menus, brochures, and newsletters. We'll look at text boxes, columns, and tables. In addition, we will cover breaks; shrink to fit, inserting objects such as charts, photos, clip art, and wrapping text around pictures.

Class Meets: Tuesday..... Jan 17 TIME: 4:00 to 6:00 PM

Correspondence in Word

This session will demonstrate Mail Merge for form letters, labels, and envelopes. We will also investigate troubleshooting techniques for some of the types of documents created in previous classes. Templates, styles and themes will be explored as time permits.

Class Meets: Tuesday..... Jan 24 TIME: 4:00 to 6:00 PM

Additional Features in Word

We will review using many of the common document styles and templates. Features such as headers, footers, table of contents and indexes will be utilized. As time permits, additional reference and developer features will be explored such as illustration captions with a table of figures and use of forms in Word.

Class Meets: Tuesday..... Jan 31 TIME: 4:00 to 6:00 PM



Access Database

These 2 day classes are intended for beginning students and students with previous Access experience. All four training programs taken sequentially will present steps to build databases. As a class we will build one sample database. Time will be allotted to begin a second database. The student will choose a topic, then plan and build their own database.

Access Tables & Relationships – Create and improve an information storage system of multiple tables. Design table structures to facilitate data entry and storage. Build a structural foundation of tables linked with relationships.

Class Meets: Tuesdays, Feb 7, 14..... 4:00 to 6:00 PM

Access Forms and Data Entry –Build and improve a data entry system. Forms are the common gateway used to enter or modify information in database tables. Form layout and design can be modified to create a data entry structure that is more efficient. Basic formatting techniques and forms with subforms will be presented. Prerequisite: Access Tables & Relationships class or previous experience with skills and concepts

Class Meets: Tuesdays, Feb 28 and Mar 6..... 4:00 to 6:00 PM

Access Queries – Construct queries to find information stored in database tables. Design queries to retrieve specific records or combine data from multiple tables. Utilize criteria in queries. Prerequisite: Access Tables & Relationships class or previous experience with skills and concepts

Class Meets: Tuesdays, Mar 13, 20..... 4:00 to 6:00 PM

Access Reports –Design, format and organize documents for effective presentation of information. Learn basic formatting, layout, sorting and grouping; modify report designs; create mailing labels. Prerequisite: Access Tables & Relationships class or previous experience with skills and concepts

Class Meets: Tuesdays, Mar 27 and Apr 3..... 4:00 to 6:00 PM

Excel Spreadsheet

Intro to Microsoft Excel – Participants will explore basic Excel features; learn the power and capabilities of a spreadsheet software program; become familiar with the Excel screen elements; navigate through cells in rows and columns; become familiar with basic Excel office ribbon commands; complete necessary information in dialog boxes; open and edit a previously saved workbook; enter data labels and values in worksheets; compare formatting choices in Excel.

DATE: Thursday..... Mar 1 TIME: 4:00 to 6:00 PM

Basic Spreadsheet Design – Create, name, and save a workbook; design worksheets; enter data; format labels; enter and format values; use the Format Painter; align data in a cell; adjust column widths and row heights; use AutoFill; insert and delete rows and columns; freeze rows and columns; name and move worksheets; insert headers and footers; use colors, patterns, and borders; insert photos and graphic images; select printing options; preview and print worksheets. Prerequisite: Intro to Microsoft Excel or proficient in all skills and concepts taught in Intro to Excel

DATE: Thursday..... Mar 8 TIME: 4:00 to 6:00 PM

Basic Formulas – Create relative and absolute formulas; use AutoSum; use basic functions such as Average, Max, Min, Count. Spreadsheet design, as it impacts formula usage, will be evaluated. Students will see how advanced formulas might be advantageous for future spreadsheets. Prerequisite: proficient in basic spreadsheet design techniques

DATE: Thursday..... Mar 15 TIME: 4:00 to 6:00 PM



Excel Charts – Compare how chart types communicate different interpretations of data. Design and create Excel charts; add text and annotations to Excel charts; modify and enhance charts; use drawing tools and include drawn shapes; add titles using WordArt. Prerequisite: proficient in basic spreadsheet design techniques

DATE: Thursday..... Mar 22 TIME: 4:00 to 6:00 PM

Excel Data Lists and Pivot Tables – Explore using Excel for data lists or databases; create named ranges; add, edit and sort records for a database; summarize data from a data list using the Pivot Table wizard. Prerequisite: proficient in basic spreadsheet design techniques

DATE: Thursday..... Mar 29 TIME: 4:00 to 6:00 PM

Excel Advanced Formulas – Participants in this class will be introduced to advanced formulas such as IF, VLOOKUP, SUMIF, COUNTIF. Prerequisite: proficient in basic formulas

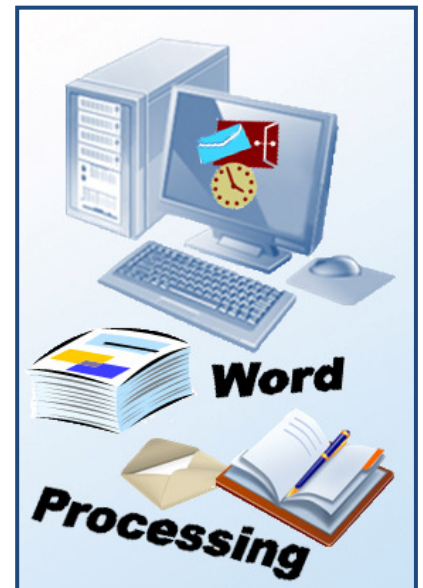
DATE: Thursday..... Apr 5 TIME: 4:00 to 6:00 PM

Course Offerings by Date

HROP Computer Learning Center

Located at Fortuna High School
in C Building

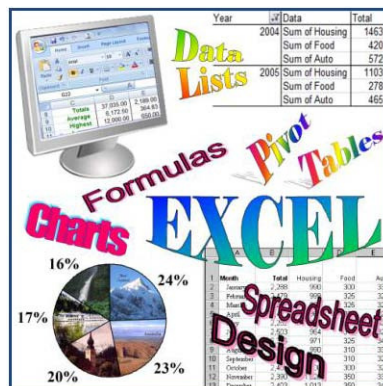
- Jan 10 ----- Intro to Word
- Jan 17 ----- Desktop Publishing in Word
- Jan 24 ----- Correspondence in Word
- Jan 31 ----- Additional Features in Word
- Feb 7, 14 ----- Access Tables & Relationships
- Feb 28, Mar 6 ----- Access Forms & Data Entry
- Mar 13, 20 ----- Access Queries
- Mar 27, Apr 3 ----- Access Reports
- Mar 1 ----- Intro to Excel
- Mar 8 ----- Excel Spreadsheet Design
- Mar 15 ----- Excel Formulas
- Mar 22 ----- Excel Charts
- Mar 29 ----- Excel Data Lists & Pivot Tables
- Apr 5 ----- Excel Advanced Formulas



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Provided by the
**Humboldt County
Office of Education**
www.humboldt.k12.ca.us



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